

# MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

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<b>Policy Subject: Leave Requests</b>	
<b>Policy Number: PRP 20</b>	<b>Standards/Statutes: ARM 37.27.121</b>
<b>Effective Date: 01/01/02</b>	<b>Page 1 of 2</b>

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**PURPOSE:** To define the process of applying for vacation, sick or compensatory time off work.

**POLICY:** All time off work must be preceded by submitting a complete Request for Leave of Absence form, signed and approved by the immediate supervisor, with the exception of emergency sick leave.

**PROCEDURE:**

I. New employees begin earning sick and vacation leave at the time of hire, however, may not use sick leave until they have been employed for three months and vacation leave until they have been employed for six months. Compensatory time may be used as it is earned.

A. All requested leave must be submitted as far in advance as possible, but no less than two weeks prior to the time off.

B. The immediate supervisor may grant exceptions for short-term time off, i.e. one or two days, provided that adequate coverage for the absence is ensured.

C. Completed and approved Requests for Leave are to be turned into the Personnel Support Staff for inclusion on the facility employee leave calendar.

II. Emergency requests for sick leave of the employee, or to assist an immediate family member, must be preceded by calling the immediate supervisor, within two hours, or as soon as is reasonably possible, prior to the beginning of the employees assigned shift, to notify the supervisor of the absence and the reason why.

A. Immediately upon returning to work from emergency sick time off, the employee must complete a Request for Leave form and get their supervisors signature and approval on the form.

B. Nurses and Treatment Specialists must call the second floor nurses station once during every 24-hour period of sick leave to report their continued need for sick leave or their anticipated return

to work date so relief staffing can be coordinated, unless prior approval has been established with their immediate supervisor.

C. Staff who earn compensatory time are requested to use and deplete their compensatory time prior to requesting vacation time. Compensatory time may be accrued up to 120 hours and any excess of 120 hours in a calendar year must be used by December 31.

D. Supervisors are responsible for ensuring that their employees have completed the required request for leave form as well as ensuring that the employee has the adequate type and amount of leave time requested.

E. Any leave used in excess of that accrued will be assigned as Leave Without Pay.

F. Requests for Leave Without Pay are discouraged and must be discussed with the immediate supervisor and the Administrator prior to approval.

G. Union employees must also abide by their respective union contracts relative to leave requests and seniority considerations.

H. Prior to approving employees leave form, Supervisors should consult with Personnel Support Staff to coordinate and resolve any potential scheduling conflicts that may arise with the approval of the requested leave.

I. Management Team will regularly review and coordinate requests for leave of their respective staff to ensure adequate coverage in their department and the facility.

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Revisions:

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Name	Title	Date

Approved By: _____	<u>01/01/02</u>
David J. Peshek, Administrator	